



TENANT IMPROVEMENT & MODEL HOME SALES OFFICE CHECKLIST

Definition: A tenant improvement (TI) or a sales office is a construction project within an existing building that **does not include assembly or hazardous occupancies or structural construction, nor exceeds 5,000 sq. ft. in area.**

Plans shall be submitted to Building Safety for plan check, and only a licensed contractor of the State of Nevada can be issued the permit for construction. (NRS Chapter 624.)

Plans must be drawn by a Nevada State registered architect or engineer or a Nevada State licensed contractor where used for his own work. The architect and/or engineer are responsible for the design and shall stamp and sign plans as per state requirements. If a licensed contractor prepares the plans, they shall be so identified and signed. (NAC 623 – NRS 623)

Plans shall be complete and shall consist of architectural, electrical, plumbing, and mechanical drawings, and supportive data that include the following:

Note: Plans drawn in pencil / pen or with colored highlighting are not acceptable.

Note: Plans that have revisions (deltas or clouds) will not be accepted on original submittals.

Note: Information on plans and specifications shall be drawn to scale upon substantial paper whose sheets shall be of uniform size not to exceed 42x30 inches in size. The plans and specifications shall be of sufficient clarity to indicate the location, nature, and extent of work proposed and to show in detail that the work will conform to the provisions of the technical codes and all relevant laws, ordinances, rules, and regulations. (2003 Uniform Administrative Code Ordinance No. 5637

Note: The following items are required regardless of the size or scope of the work:

SUBMITTAL REQUIREMENTS:

- ☐ A. Two sets of dimensioned drawings must be submitted with each application for a tenant improvement. The plan sheets must be copied on substantial paper.
 - ☐ 1. Site plans showing all buildings on the site with the location of the tenant improvement shaded.
 - ☐ 2. Handicapped parking, route of access, and facility accessibility. For sales offices, show route of access to the sales office.
 - ☐ 3. A floor plan drawn to an appropriate scale showing the tenant space, adjacent occupancies, complete exit ways leading to the exterior of the building, and other pertinent information.
 - ☐ 4. Typical section views showing wall construction, connection details, and material specifications.
 - ☐ 5. A floor plan showing the location, size and material specification of all water and drainage piping. Show drain-waste piping as solid line. Show vent piping as dotted line. Types of fixtures are to be indicated with symbols. Show the location and size of gas or fuel oil piping. Show the location, type, and size of water heater. Show the location and size of cleanouts.
 - ☐ 6. Plans shall include the count and type of all plumbing fixtures being removed. Call the Building Department for survey of fixtures before they are removed to ensure credit.
 - ☐ 7. A layout of mechanical equipment, air duct systems, and fire/smoke dampers. Equipment is to be indicated by model, type, size, BTU, location, and material specification. All existing and new equipment is to be indicated.

- ☐ 8. Electrical:
 - a. Single line diagram
 - b. Service and load calculations, to include all short circuit and fault current calculations
 - c. Panel schedules and descriptions of circuits with connected loads, panel ratings, and feeder size
 - d. All outlets, smoke detectors, equipment, and feeders shown on plans with appropriate panel and circuit numbers at devices.
 - e. Show emergency power system, type, and model.
 - f. Show voltage drop calculations for all feeders to sub-panels, panels, area lighting, freestanding signs, and air conditioning units.
- ☐ 9. Submit the 2003 International Energy Conservation calculation: If the sales office is being installed in a garage attached to a residence, calculations must be based on the entire residence plus garage area. If it is being installed in a detached garage on a residential lot, only the garage area must be considered. In both cases, compliance shall be based on residential (not commercial) requirements.
- ☐ B. Code Analysis
 - ☐ 1. Occupancy Group
 - ☐ 2. Type of construction
 - ☐ 3. Location of property
 - ☐ 4. Allowable floor areas
 - ☐ 5. Actual floor area
 - ☐ 6. Exit analysis
 - ☐ 7. Code edition that design was predicated upon
 - ☐ 8. Number of stories and height of building
 - ☐ 9. Fire protection system: State if building will include fire protection systems.